

Board Study Session & Business Meeting (Tuesday, September 9, 2014)

Generated by Shelley R Shelton on Wednesday, September 10, 2014

Members present

Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

Staff

Supt. Keith C. Rittel; Asst. Supt. Ray Morgan; Stefanie Bryant, Business Administrator; Gary Wall, Exec. Director HR; Gary Wilson, Exec Director Student Services; Shelley Shelton, Exec. Asst.

Guests

Chad Duncan, Technology Director; Morgan Anderson, Special Education Director; Caleb Price, Communications & PR Coordinator; Cathy Giles, Provo Education Association; Todd McKee, Timpview High School Principal; Karen Brown, Provo High School Principal; Jarod Sites, Dixon Middle School Principal; teachers Eric Nix, Kenny Wiser, Phil Olsen, Craig Drury, Stephen Van Orden

Meeting called to order at 4:08 PM

1. 4:15 - 5:00 Executive Session for the Purpose of Discussing Real Estate, Personnel and Negotiations. Utah Code 52.4.205

A. Real Estate, Personnel and Negotiations

B. Utah Code 53A-2-402 Declaration of Surplus Property

2. 5:00 - 7:00 p.m. Study Session

A. Welcome: President Michelle Kaufusi

B. Roll Call

C. Student Travel Requests Requiring Board Approval

Dixon Middle School Summer School Seminar to Washington DC and Virginia:
Principal Jarod Sites reviewed the background for this annual trip.

- Students are asked to pay \$700. Fund raisers are held to help with financing.
- Students are selected through an application process and committee selection.
- Thirty students will be chosen to participate this year.

PHS Choirs to Colorado Springs, CO

PHS Percussion to Anaheim, CA

PHS Marching Band to St. George, UT and Las Vegas, NV

Eric Nix, band director and Kenny Wiser, choir director from Provo High were in attendance to answer questions.

- The marching band stays in St. George, travels to Las Vegas for the competition and returns to St. George following the competition. Students will not spend the night in Vegas.

- Supt. Rittel suggested the board may want to allow him to approve this trip in the future since it's basically an in-state trip (which he is authorized to approve) with a run to and from Vegas.
- Member Jensen recommended teachers indicate on the student travel request form which trips are traditionally taken as helpful information for newer board members.
 - The student travel request form will be modified to allow more space in each text box.

PHS Varsity and Jr. Varsity Cross Country / Track & Field

Coach Phil Olsen explained there are several options for qualifying students to participate in meets; the same students will not attend all meets, depending on prior qualifying. Overall two trips are anticipated. Behavior, academic and athletic standards must be met to participate.

PHS Basketball to Ft. Lauderdale, FL

Coach Craig Drury provided the following information:

- Donations, sponsorships and fund raisers largely cover the travel costs.
- Students will miss two days of school; one period for each class.
- The tournament will assist with housing.
- Up to 25 students will participate.

THS Marching Band to Anaheim, CA

THS A Cappella to Anaheim, CA

THS Dance Company and Drill Team to Los Angeles, CA

- The band trip will also require missing one period on an additional day for travel.

THS Boys Tennis to La Quinta, CA

- Students will miss two days of class.

THS Cross Country to Walnut, CA

THS German Students to Germany

Teacher Stephen Van Orden shared the following background information:

- Students have taken the trip every two years since 2000. The program is an academic language and culture exchange that includes classes, field trips and presentations. Students prepare by participating in 15 after school lessons beyond their regular German studies. Students stay with host families for the duration of the two weeks in Germany.
 - There is a chance Risk Management will not insure foreign travel.
 - Business Administrator Stefanie Bryant explained the district would have no governmental immunity in the event of student injury, etc. Supt. Rittel recommended the district attempt to convince Risk Management that this is a different scenario. Mr. Van Orden will provide information to Risk Management about insurance coverage for teachers and students for review. They could travel as a club which would not be associated with the district. The board could also opt to not approve the trip. Supt. Rittel recommends tabling the request tonight pending additional research.
 - The decision was made to approve the trip conditionally upon receiving approval from Risk Management.

D. Policy Review

Policy 3228 Student Confidential Communications

The policy will be tabled until next month for clarification.

Policy 4020 Curriculum Development and Adoption of Instructional Materials

Asst. Supt Ray Morgan reviewed the background, stating curriculum development and adoption is under local control. The purpose is to improve student learning, not to advance any particular political agenda.

Board feedback:

- Member Pettersson: How does this policy fit in under the Common Core?
 - Mr. Morgan indicated curriculum is established locally, based on state standards and learning

essentials.

- Mr. Morgan will create procedures that outline both how curriculum is developed and how patrons would submit an appeal.
- Member Jensen recommended an asterisk (*) be inserted following each reference to "established state standards" that would direct readers to "see Utah Code 53A-3-402."
- Member Poulsen recommended the policy be placed on the website for 30 days for patron input.

Policy 4029 Animals as Part of the Instructional Program

Supt. Rittel stated Risk Management was contacted to clarify their role in coverage when animals are part of the instructional program.

Clarification: "fur-bearing animal" is one that would be used to harvest fur.

Policy 4030

Service Animals in Schools

Addresses conditions where animals (service animals i.e., guide dogs) would be allowed. Risk Management wants to use this policy as a state model.

Procedures have also been developed and approved by District Council.

Policy 4421 Advancement and Retention of Students

Supt. Rittel emphasized the issue of retaining students, stressing the harm done to a student's growth as a result of this intervention. A form and process will be developed. Asst. Supt. Morgan emphasized the district listens closely to parent wishes and will determine reasonable accommodations. If parents are insistent in spite of district recommendations to the contrary, the district would accommodate the parents' wishes.

Policy 4325 Electronic Visual Materials

Supt. Rittel indicated the policy was originally passed in 2000. The revised policy was cleaned up with current standards and language. The policy was reviewed and approved by Risk Management.

Policy 6625 Private Vehicle Transportation

There are situations where schools may ask for parent volunteer drivers to transport students in private vehicles. The policy allows parent volunteer drivers in certain situations if the parent meets all requirements. Parents should not be used to transport simply to save money.

Policy 7215 Tobacco and Nicotine Substances on School Premises

Tobacco products, including e-cigarettes, cannot be used on school grounds. Law enforcement would be called if those violating the policy refuse to leave district premises.

E. 180/990 School Calendars

Asst. Supt. Morgan explained state code requires school boards to conduct school for at least 990 hours and 180 school days each year. The following background information was reviewed:

- For 2014-2015 most elementary schools will continue to start at 8:40 and end at 3:20. Because of transportation issues that have been reviewed previously, Canyon Crest will start and end later. Spring Creek will end later also because of transportation issues. The three non-bussing, walking schools (Lakeview, Provost and Timpanogos) start and end earlier than other schools. Elementary schools dismiss at 1:30 on Fridays for teacher collaboration.
- Centennial and Dixon Middle schools will have similar start/stop times (8:05-2:55 and 8:00-2:50) and a late start for teacher collaboration on Monday morning.
- Provo High starts at 7:00 a.m. each morning to support their academic intervention schedule; teacher collaboration time at PHS will remain on Monday morning. PHS will dismiss everyday at 2:15. Timpview High's consultation/collaboration begins at 1:30 Monday afternoon. At THS school will begin each day at 7:30 and end at 2:15 Tuesday through Friday.
- The Independence High School schedule includes eight, 45-minute periods Monday through Thursday with classes running from 8:00 to 2:55. Three hour-long special elective courses are taught on Fridays and a one-hour class to support credit attainment and graduation also takes place on Fridays. IHS dismisses classes on Friday at 12:45 for teacher collaboration.
- All schools meet the requirements set by local administrative guidelines and the required minimum of 990 hours and 180 days of instruction. The chart attached to this tab summarized necessary calendar data for the board.

- In accordance with State Board Rule 277-419-7.C,(5) *The final decision and approval regarding planning time, parent-teacher and SEP conferences rests with the local board of education, consistent with Utah law and Board administrative rules.*

It was determined that Mr. Morgan will notify principals that the 180/990 information needs to be submitted by the end of April to facilitate board review during the June board meeting.

Supt. Rittel and Mr. Morgan will compile a report for the board on the variability of the number of partial days beyond PLC (early out) days.

F. Large Budget Requests

Business Administrator Stefanie Bryant stated that at the beginning of the school year, various budget adjustments are made to bring budgets in line with needs and funding that were unknown at the time the approved budget was developed.

The net effect of the budget changes results in a net budget increase of \$137,236. Back up for the requests were attached for board review.

- Westridge Elementary has been granted an additional .5 FTE for a facilitator (\$31,540 increase).
- Canyon Crest Elementary will be receiving an additional .5 FTE for additional Dual Immersion instruction needs (\$28,266 increase).
- The Superintendent would like to roll a portion of his FY14 remaining budget to IT's FY15 budget (\$40,000 increase).
- The Superintendent budget did not have budget allocated for ParentLink (\$37,430 increase).

G. Large Purchase Requests

Business Administrator Stefanie Bryant indicated enrollment numbers used to initiate the purchase of text books related to the K-8 Math Adoption fell short of actual enrollment numbers for this school year. As a result, additional text books need to be purchased.

At the May 13 board business meeting, the Board approved the K-8 Math Adoption. The adoption is a three-year contract in the amount of \$843,559. Due to increased enrollment at Provo City School District schools this year, an additional \$52,908 in math books must be purchased beyond the original \$843,559 approval.

Documentation for the purchase was attached for board review. The stated amount will be paid from existing budgets; no increase in budgets is requested.

H. Approval of Voter Information Packet

Board members reviewed the mockup of the bond Voter Information packet. The common language used by board members should be the paragraph immediately following the "Anticipated Rebuild Schedule" table. Slight modifications to the table for clarity were discussed.

I. Consent Calendar Review & Questions

J. Upcoming Calendar Items

K. Motion to Adjourn

Adjourned at 6:50 p.m.

I move we adjourn the study session.

Motion by Jim Pettersson, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

3. 7:00 p.m. Business Meeting

A. Welcome: President Michelle Kaufusi

Called to order 7:01 p.m.

B. Roll Call

C. Opening Remarks: President Michelle Kaufusi

D. Pledge of Allegiance: Alex Judd, Director of Elementary Education

4. Community Connections

A. Recognition: Provo Education Foundation: Brent Brown, Dan Campbell, Tracy Rawle

Executive Director of Student Services Gary Wilson expressed appreciation to members of the Provo Foundation. The annual Foundation Easter Basket Auction allows for the raising of funds for after school programs. Foundation member Carolyn Wright presented the Board with a check for \$155,889 that was raised during the auction last April.

Mr. Wilson recognized donors whose companies are aligned with district schools, including Brent Brown from Brent Brown Toyota, Scion; Tracy Rawle, Check City; Dan Campbell, esnetGroup.

Board President Michelle Kaufusi presented each gentleman with a gift from the Board. Brent Brown recognized and thanked Gary Wilson and Cathy Bledsoe for their work with the Easter Basket Auction each year.

B. Recognition: Provo Way Awards

Alex Judd, Director of Elementary Education, presented the following employees selected to receive the Provo Way Award:

LuAnn Barker, Tech Support, Westridge Elementary

Carol Gaylord, Teacher, Dixon Middle School

Andrea Smith, Teacher, Rock Canyon Elementary

Wendy Nichol, Special Education Facilitator, Timpview High School

Melanie Bliss, Teacher, Slate Canyon

Ty Robinson, Teacher, Provo High School

Troy Holmberg, Parent, Dixon Middle and Westridge Elementary School

Sheryl St. Clair, DCSF Caseworker

Miriam Campbell, District Social Worker

C. Rachel's Challenge Presentation: Jennifer Partridge, Provo Council PTA President

Jennifer Partridge extended an invitation to the Board, district staff and the community to participate in Rachel's Challenge.

Community Nights

Wednesday, Sept 24, 6:30 at PHS

Thursday, Sept. 25, 6:30 p.m. at THS

Donations are being sought to supplement the program.

D. Public Input

There was no public input.

5. Business Items

A. Approve Student Travel Requests

I move we approve the student travel requests, noting any exclusions, modifications or stipulations as outlined in the study session.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

B. Approve Policy 3228 Student Confidential Communications

The policy was tabled for 30 days pending clarification.

C. Approve Policy 4020 Curriculum Development and Adoption of Instructional Materials

"I move we table the approval of Policy 4020 Curriculum Development and Adoption of Instructional Materials for 30 days to allow for public input."

Motion by Julie Rash, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

D. Approve Policy 4029 Animals as Part of the Instructional Program

"I move that we approve new Policy 4029 Animals as Part of the Instructional Program."

Motion by Jim Pettersson, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

E. Approve Policy 4030 Service Animals in Schools

"I move that we approve new Policy 4030 Service Animals in Schools."

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

F. Approve Policy 4421 Advancement and Retention of Students

"I move that we approve new Policy 4421 Advancement and Retention of Students."

Motion by Jim Pettersson, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

G. Approve Policy 4325 Electronic Visual Materials

"I move that we approve revised Policy 4325 Electronic Visual Materials."

Motion by Shannon Poulsen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

H. Approve Policy 6625 Private Vehicle Transportation

"I move that we approve revised Policy 6625 Private Vehicle Transportation."

Motion by Julie Rash, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

I. Approve Policy 7215 Use of Tobacco and Nicotine Substances on School Premises

"I move that we approve new Policy 7215 Use of Tobacco and Nicotine Substances on School Premises."

Motion by Jim Pettersson, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

J. Approve 180/990 School Calendars

I move the Board approve school calendars, SEP conferences, and related instructional hours for the 2014-2015 school year.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

K. Approve Large Budget Requests

I move we approve the budget increase of \$137,236 for various budget adjustments made to bring budgets in line with needs and funding as discussed in the study session.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

L. Approve Large Purchase Request

I move we approve the the purchase request for \$52,908 to purchase necessary text books for the K-8 math adoption.

Motion by McKay Jensen, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

M. Approve Voter Information Packet

I move we approve the Voter Information Packet for the November 4, 2014 bond election with modifications to the graphic as discussed in the study session.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

N. Approve Declaration of Surplus Property and Approve Subsequent Sale of Surplus Property to City

"I move we declare 10.263 acres of the existing 52.386 acre property located at approximately 1200 North Lakeshore Dr as SURPLUS real estate, and that we approve the subsequent sale of the property to Provo City in the amount of \$400,000."

Motion by Taz Murray, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

6. Consent Calendar

A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

B. August 12 Study Session & Business Meeting

Resolution: I move we approve the August 12 study session and business meeting minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

C. August 26 Study Session

Resolution: I move we approve the August 26 study session minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

D. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

E. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

F. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

G. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen

7. Board Member Reports

A. Vice President Julie Rash

Board Vice President Julie Rash reported on her membership on the Bond Executive Committee meeting. The promotional bond video made by the Bond Citizens' Committee (without district funds) was shared with the audience.

She indicated she had submitted the "Pro Statement" regarding the bond to the local papers.

8. Superintendent's Report

A. Approved Student Travel

Keith will be asking for student participation numbers and names of students who will be participating in overnight trips.

Dixon teacher Pat Drussel was recently named a runner up for the State Teacher of the Year award.

9. Adjourn

A. Motion to Adjourn

Adjourned 8:23 p.m.

I move we adjourn the business meeting.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Taz Murray, Jim Pettersson, Shannon Poulsen